

**The State of Connecticut
Department of Housing**

NOTICE OF FUNDING AVAILABILITY

Homeownership Development Projects

Deadline for Submission of Applications: February 29, 2016

This Notice of Funding Availability (this “NOFA”) is directed to applicants seeking to create homeownership opportunities for eligible households throughout the State. Assisted properties must be owner-occupied properties comprising 1 to 4 units that create affordable housing units.

A. Goals of this NOFA:

The State of Connecticut Department of Housing (“DOH”) is committed to expanding opportunities for safe, decent and affordable housing for its residents. Affordable housing promotes healthy lives, strong communities and a robust economy. The goal of this NOFA is to expand affordable housing opportunities by fostering the creation of affordable homeownership properties throughout Connecticut.

B. Eligible Applicants:

Applicants eligible for consideration under this NOFA include any entity that is an “Eligible applicant” under Connecticut General Statutes (“CGS”) § 8-37pp(a)(4), including, without limitation, a non-profit entity, a municipality, a housing authority, any partnership, limited partnership, limited liability company, joint venture, sole proprietorship, trust or association having as one of its purposes the construction, financing, acquisition, rehabilitation or operation of affordable housing, and having basic documents of organization approved by the Commissioner of DOH, and any combination of the foregoing.

C. Eligible Projects:

Eligible projects under this NOFA include the construction of new owner-occupied properties comprising up to four units or the rehabilitation of uninhabitable homeownership units. A project must specify one or more properties to be developed in a single phase.

D. Funding Amount:

The amount of funding to be made available under this NOFA is approximately \$20 million. It is expected that applicants will propose projects that leverage DOH’s financial assistance with substantial financial and/or in-kind resources from other sources, particularly private sources of debt and equity, but also financial and other commitments from local organizations, businesses, and associations and the local municipality to support the proposed project.

No project should contemplate financial assistance from DOH in an amount greater than \$5,000,000 or less than \$500,000.

E. Funding Source:

It is anticipated that funding for projects selected under this NOFA will be provided through the Affordable Housing Program. Such funding is subject to the requirements of CGS § 8-37pp, et seq., including the limitation that such funds serve persons and families whose household incomes do not exceed 100% of the applicable area median income. All proposed projects must be eligible under CGS § 8-37pp.

F. Application Submission Instructions and Requirements:

- 1) Applicants must use the version of the CHFA/DOH **Consolidated Application** (the “ConApp”) which is available at DOH’s website at www.ct.gov/doh (“DOH Website”) as of December 14, 2015. Updates to the ConApp are scheduled for early December.
- 2) All application materials **must** be submitted via electronic submission through the DOH/CHFA SharePoint website. To obtain a SharePoint account, submit an email request after December 14, 2015, but no later than February 15, 2016, to applicationrequest@chfa.org. Include the following information in your request:
 - Funding Round (e.g. 2016 Affordable Homeownership)
 - Project Name
 - Company Name
 - Primary Contact Name
 - Primary Contact Email
 - Primary Contact Phone

Applicants will subsequently receive an email from the system administrator that contains a link to the SharePoint website.

- 3) SharePoint instructional videos and presentations are available on the DOH Website. A review of the ConApp and SharePoint website will be included in the “2016 Affordable Homeownership NOFA Applicant Information Webinar Session” described below.
- 4) **Hard copies of application materials will not be accepted** except for architectural drawings and project manuals, which **must** be submitted in hard copy to DOH by the February 29, 2016 4:00 p.m. deadline.
- 5) In addition to the ConApp CORE items macro button, applicants must also choose either the DOH Small Project macro-button **or** the DOH Large Project macro-button. Projects proposing fewer than ten homeownership units may use the DOH Small Project application in the ConApp; projects proposing ten or more homeownership units must choose the DOH Large Project macro-button. All items identified as required under these two macro buttons (CORE items **and** DOH Small Project *or* DOH Large Project, as applicable) must be submitted to be considered a complete application.

- 6) Applications must include, at a minimum, architectural drawings and project specifications that meet the 40% completion standard. Applications not accompanied by 40% architectural drawings and specifications will not be considered.
- 7) Application materials must clearly demonstrate the location of the project in relation to both the 100 year and 500 year FEMA floodplain boundaries. Application materials for any project located in proximity to a designated floodplain must include supporting documentation, including, but not limited to, a survey that demonstrates that the project is located outside of the 100 and 500 year floodplain or, for development projects that are located within a 100 or 500 year floodplain, applicants must include supporting documentation that: (a) demonstrates that the project incorporates safe evacuation routes in times of a flood; (b) does not involve the placement of utilities that will promote or encourage future development within the 100 or 500 year floodplain; (c) does not increase the potential to cause or pose a hazard to human life, health or property if it is destroyed or damaged due to flooding; or (d) does not involve the placement of fill within a watercourse or any water to create dry land to allow for the construction of a structure. If any of these criteria cannot be demonstrated, an applicant must so indicate and explain how the project is nevertheless feasible and justifies an exception to the relevant statutory provisions discouraging such projects. Applications that do not clearly satisfy the criteria mentioned above or comply with the State's flood management requirements (CGS Section 25-68d(b) and Sections 25-68h-1 through 25-68h-3 of the Regulations for State Agencies) may be removed from the competition by Commissioner discretion.
- 8) After the submission deadline, an applicant may be asked to provide additional information regarding its application.

G. Application Information Session:

The "2016 Affordable Homeownership NOFA Applicant Information Webinar Session" will be held in December 2015. To register for the GoToMeeting Webinar, contact Marilyn Taylor at Marilyn.Taylor@ct.gov no later than 4:00 p.m. on Monday, November 30, 2015 and include "Homeownership Webinar Registration" in the subject line. Information about how to login to the Webinar will be emailed to all registered applicants.

H. Application Questions and Deadlines:

The submission deadline for funding applications under this NOFA is 4:00 p.m. on Monday, February 29, 2016. Applications received through the DOH/CHFA SharePoint website prior to the deadline and that meet the minimum threshold requirements described in this NOFA will be considered for funding.

Prior to the submission deadline above, applicants may contact Colette Slover via email at colette.slover@ct.gov with any questions regarding this NOFA. All such questions received before 4:00 on February 9, 2016, will be answered on a rolling basis and the questions and answers will be posted on the DOH Website. An announcement of the awards of funding under this NOFA is anticipated to be made in May 2016.

I. Selection Criteria:

Applications will be rated and ranked based on the Affordable Homeownership Rating and Ranking form available on the DOH Website.

J. Reservations:

All applications submitted in response to this NOFA are the sole property of the State and subject to the provisions of Connecticut's Freedom of Information Act, CGS §1-200 et seq., which provides that public records and documents are subject to public access and copying unless specific exemptions to disclosure exist. If an applicant believes that portions of its application are exempt from disclosure, the applicant should mark the specific portions as confidential. Acceptance of an application by DOH which contains such reservations is not an agreement that the material is confidential or exempt from disclosure. DOH reserves the right to amend or cancel this NOFA, to modify or waive any requirement, condition or other term set forth in this NOFA or the Consolidated Application, to request additional information at any time from one or more applicants, to select any number of applications submitted in response to this NOFA, or to reject any or all such applications, in each case at DOH's sole discretion. DOH may exercise the foregoing rights at any time without notice and without liability to any applicant or any other party. Applications to this NOFA shall be prepared at the sole expense of the applicant and shall not obligate DOH to procure any of the services described therein or herein from any applicant. DOH shall not be obligated to any applicant until a final written agreement has been executed by all necessary parties thereto and all applicable approvals have been obtained.